

Town of Shirley Personnel Board

Minutes, June 24, 2019

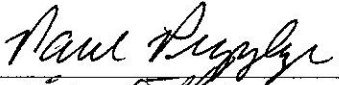


The meeting was called to order at 6:00 pm at the Town Offices building. Members present were Paul Przybyla, Bill Oelfke and Holly Haase.

Upon a motion made by Ms. Haase and seconded by Mr. Oelfke, the minutes of the meeting of May 22, 2019 were approved as written.

There was discussion about responsibilities for the new fiscal year starting July 1. Upon a motion made by Mr. Przybyla and seconded by Mr. Oelfke, Ms Haase was elected as Chairman of the Personnel Board for the fiscal year starting July 1, 2019. Upon a motion made by Ms. Haase and seconded by Mr. Oelfke, Mr. Przybyla was elected clerk for the coming fiscal year.

The meeting agenda was devoted to a review of the Personnel Manual. Ms. Haase provided an electronic copy of the Fidelity Bank Employee Guide and Mr. Oelfke provided the Harassment Policy and Disciplinary Policy of the Town of Ayer. Using these two resources, discussion proceeded with a comparison of causes for disciplinary action and four additional causes were recommended. It was also agreed to add the disciplinary procedures of the Town of Ayer to the Personnel Manual. Ms. Haase will create a draft which will included these changes and provide copies of the draft to the members. The next meeting date will be subject to the availability of the new draft.

The meeting adjourned at 6:52 pm.

	Paul Przybyla
	Bill Oelfke
	Holly Haase